TOWN OF THREE RIVERS

MINOR GRANTS ($200 or less) POLICY

Policy Number: TRG-1

Approved By: Town Council Date of Approval: March 11, 2019

Policy Statement

The Town recognizes the value created by small organizations and the issue of carrying out important functions with limited resources.

Scope

This policy applies to all not-for-profit organizations which carry out activities of benefit to the Town of Three Rivers. This policy applies to those organizations seeking a "grant" (direct financial support and/or in-kind services/support).

Guiding Principles and Processes

To be considered, organizations must submit a written request, on the approved form attached as Appendix A, to be considered at the next Committee of Council Meeting.

Grant requests should outline the purpose and benefit.

Grants are intended to provide financial assistance for **registered non-profit organizations and charities** that assist in creating or in maintaining healthy, safe, and cultural communities for the benefit of Town residents.

Grants will assist in adding value to the community.

Grants are intended to be for projects or organizations for one year at a time, and not intended to be annual grants.

Financial statements or operation budgets for the previous/current year must accompany the written request for grant consideration. Town support is not for the purpose of adding to the profit margin and/or assisting profit making organizations/persons.

Town grants are not to be utilized to fund staffing needs.

The Town should be considered as a last resort source of funds.

The Town shall establish a maximum dollar amount of $200 for each request outside the budgetary process.

If approved, prior to the receipt of the grant, organizations will be required to indemnify the Town of any liability from their actions.

Recipients shall provide the Town with statements showing how the grant was used by the end of March, the year following receipt of any grant funds.

Responsibility

The Committee of Council is responsible for ensuring applicants meet the terms of this policy prior to forwarding the request to Council for decision.

Council shall maintain responsibility for final approval or rejection of grant requests and may approve grants that do not meet all the Guiding Principle and Processes when it is deemed in the best interest of the Town to do so.

APPENDIX A

Application For Community Grant Under $200

Application Deadline: anytime

1. Name of Applicant Organization:	2. Contact Person: Telephone: Fax:
3. Mailing Address:	4. Civic Address (if different from #3).

Please include the following information with your application:

☐ Proof of current registration as a provincial non-profit organization or federal charitable registration number. If you are in the process of applying for registration include a copy of your application form.

☐ A financial statement or Treasurer's report from last fiscal year.

☐ State the location of the project if different from the address listed above in boxes 3 or 4.

☐ Include a covering letter if you want to tell the Town Council something about your organization and its goals. Please do not include binders, self-promotional materials, or lengthy reports. If more information is required, the CAO will contact you during the review process.

☐ List any grants received from any other government agency. List any other forms of assistance your organization receives from the Town such as leasing agreements, tax subsidies, services in kind etc.

5. Amount of Grant Requested: $	6. Have you applied to other funding bodies for this project? Please list.
7. Describe the specific project that you are going to do [attach additional information if required]:	
8. Describe the particular group of people this project aims to serve:	
9. What benefits will your project bring to the Town of Three Rivers?	

10. What roles do/will volunteers play in this project [or in the operations of the group/organization]? How many volunteers will/do participate?

BUDGET FOR THIS PROJECT

INCOME/REVENUE		**EXPENSES**	
Type of Income	**$ Amount**	**Type of Expense**	**$ Amount**
Town Grant Requested			
Other Municipal Assistance			
Provincial Assistance			
Federal Assistance			
Fund Raising/Donations			
Membership Fees			
Service Fees/Product Sales			
Other:			
Other:			
Total Estimated Income		**Total Estimated Expenses**	
Note: if $ are not confirmed, mark with an *		**Difference between income and expenses: $**	

BOARD OF DIRECTORS

Name	Position	Address	Telephone

AUTHORIZATION

This application must be signed by an authorized signing officer of the Board of Directors:

Application prepared by: _____ _____ _____
Signature Print Name Date

Board Authorization: _____ _____ _____
Signature Print Name Date

Mail or drop off your application form and any support materials to:

Dawn Arsenault, Manager of Finance
Town of Three Rivers
PO Box 546
172 Fraser Street
Montague, PE C0A 1R0

Minor grant applications are considered throughout the fiscal year, subject to availability of funds in the budget allocation. Due to the number of grant applications received each year no applications will be considered after the submission deadline. If you need help completing this form, call the Town Office at 838-2528. You may also fax your information to 838-3392 or scan and email applications to townhall@threeriverspei.com.

Although we are unable to fund all applications received, we appreciate the interest of community groups in our program and the valuable contribution made by volunteers to the quality of life in the Town of Three Rivers.

Protection of Privacy - The personal information requested on this form is collected under the authority of Section 11(1)(b) of the Bylaw to Regulate Access to Information and Protection of Personal Information, Three Rivers Bylaw 2020-02, and will be protected under Section 16 of that Bylaw. It will be used for the purpose of determining grant eligibility.

Direct any questions about this collection to Access to Information and Protection of Privacy Coordinator, 172 Fraser Street, PO Box 546, Montague, PE C0A 1R0 Phone: (902) 838-2528.